

~~CONFIDENTIAL~~
~~EYES ONLY~~

CAREER SERVICE PANEL
Minutes of the Meeting
10 July 1972

25X1A9a
Attendees:

[REDACTED]

Secretary

25X1A9a
Absentees:

[REDACTED]

1. The Chairman called the meeting to order at 0909 hours.

25X1A9a 2. There were no additions to the agenda for 10 July 1972.

3. [REDACTED] moved to approve the minutes for 25X1A9a
12 June 1972. [REDACTED] seconded the motion. Vote unanimous
of those members present. Motion carried.

25X1A9a 4. Mr. [REDACTED] reported the following:

25X1A9a

INFORMATION REQUESTED BY [REDACTED] 12 JUNE 1972

25X1A9a

PROMOTION ACTIONS REVIEWED BY CSP/ORD - 20
June 1970 - June 1972

PROMOTION ACTIONS POSTPONED BY CSP/ORD - 1

- a. Action postponed 6 months by CSP/ORD
- b. Action sent to D/ORD and approved without waiting for 6 months. [REDACTED]

25X1A9a

PROMOTION ACTION APPROVED BY CSP/ORD BUT
DENIED BY D/ORD on [REDACTED]

25X1A9a

- 1

PROMOTION ACTION DENIED BY CSP/ORD BUT
APPROVED BY D/ORD on [REDACTED]

1

25X1A9a

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CLASSIFIED BY	82-0075
EXEMPT FROM GENERAL DECLASSIFICATION	
SCHEDULE OF E. O. 11652, CATEGORY:	
§ 5b(1), (2), (3) or (4) (insert one or more)	
AUTOMATICALLY DECLASSIFIED ON	
APPROVAL BY DCL	
(unless impossible, insert date or event)	

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PROMOTIONS

- a. [REDACTED] Phys. Scientist-Res., - AN/ORD
GS-12 to GS-13 - 11 June 1972
- 25X1A9a b. [REDACTED] Phys. Scientist-Res., - Optics/ORD
GS-12 to GS-13 - 11 June 1972
- 25X1A9a c. [REDACTED] Secretary Steno - RP/ORD
GS-6 to GS-7 - 11 June 1972
- 25X1A9a d. [REDACTED] Phys. Scientist-Res., - AP/ORD
GS-13 to GS-14 - 25 June 1972

ADDITIONS

- a. Sayre Stevens, D/ORD vice Robert M. Chapman on 1 July 1972.

RETIREMENTS

- a. Robert M. Chapman, D/ORD on 30 June 1972.
- 25X1A9a b. [REDACTED] Phys. Scientist-Res., GS-15, RP/ORD
on 30 June 1972.

QUALITY STEP INCREASE

- 25X1A9a a. [REDACTED] PMS/ORD, on 15 June 1972
From GS-7, step 3 to GS-7, step 4.
- 25X1A9a b. [REDACTED] *4050, on 9 July 1972 -*
from GS-15, step 5 to GS-15, step 6

REASSIGNMENTS (WITHIN ORD)

- 25X1A9a a. [REDACTED] GS-6, Secretary Steno from PMS/ORD to
Support Staff/ORD on 8 June 1972.
- 25X1A9a b. [REDACTED] GS-5, Secretary Steno from Support Staff/ORD
to RP/ORD on 12 June 1972.

RESIGNATIONS

None

TRAINING NOTES -

None

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5. The Chairman reported as follows:

TRAINING APPROVED BY DD/ORD for the CSP

25X1A9a a. [REDACTED] P-C/ORD
Advanced Infrared Technology
University of Michigan
17 July 1972 - 21 July 1972
Cost - \$575

25X1A9a b. [REDACTED] AP/ORD
Digital Communication Systems
University of Michigan
17 July 1972 - 21 July 1972
Cost - \$600

25X1A9a

BROOKINGS

[REDACTED] have been nominated by the DDS&T Senior Board to attend the Brookings Educational Programs for Federal Executives - 1972-1973. Their names have been sent to the Agency Training Selection Board.

MANAGEMENT ADVISORY GROUP

25X1A9a [REDACTED] was not selected by the DDS&T Senior Board as representative from ORD on MAG. The nominee selected by DDS&T was [REDACTED] of OSP. His name has been sent to MAG for approval.

25X1A9a

PERFORMANCE APPRAISAL WORKSHOP

25X1A9a [REDACTED] informed the Panel that [REDACTED] Instructor, Performance Appraisal Workshop, could come in and talk to the CSP members about the Workshop. He inquired of the members if they wanted him to set up a briefing by [REDACTED] at the 25X1A9a 7 August CSP meeting. All CSP members present agreed and asked 25X1A9a [REDACTED] to make the necessary arrangements.

25X1A9a 6. [REDACTED] informed the Panel that there was discussion and interest in preparing a Career Development Plan for 25X1A9a young executives within the Directorates. [REDACTED] stated that the ORD/CSP had been active in developing such a Plan. ORD/CSP would probably be the first Office to contribute to this interest if the members would issue the Plan. He further stated that the Plan had been submitted to Mr. Chapman who was willing to sign it, but the report had been tabled until the Evaluation Criteria report was completed by [REDACTED] 25X1A9a pointed out that the Career Development Plan is now being held and not signed for release from the CSP/ORD to the D/ORD.

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7. It was decided by the CSP that discussion on Item 5 - Review of Career Development Plan be postponed until the September meeting.

25X1A9a

8. [REDACTED] report from the Sub-Panel for Evaluation Criteria and the Career Review Techniques and Methodology Sub-Panel would be scheduled for the August CSP meeting.

25X1A9a

9. [REDACTED] reported for the Charter Panel. He stated that [REDACTED] had sent him a memorandum which concerned some directive points regarding the proposed revised Charter.

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10. The Career Service Panel's actions and decisions on the revised Charter were as follows:

a. Item 2.a.(1) - Voting right

b. Item 2.a. (2)

25X1A9a

(1) [REDACTED] moved that the provision covering the Chairman's vote as outlined in the Charter memorandum of 27 June 1972 be altered to read that the Chairman has a tie breaking vote. [REDACTED] seconded the motion. Three members voted in favor and three members opposed the motion. Motion was lost for lack of a majority vote of those members present.

25X1A9a

25X1A9a

(2) [REDACTED] moved that we change the proposed Charter to delete the Chairman as a voting member. [REDACTED] seconded the motion. Three members voted in favor and three members opposed the motion. Motion was lost for lack of a majority vote of those members present.

25X1A9a

c. Item 2.a.(3) - Voting right

25X1A9a

(1) [REDACTED] moved that the Division Chiefs, Executive Officer/ORD and such other personnel as appointed by the D/ORD be appointed as permanent members of the CSP/ORD. [REDACTED] seconded the motion. Two members voted in favor and four members opposed the motion. Motion was not carried.

25X1A9a

25X1A9a

(2) [REDACTED] moved that the CSP/ORD add under Division Chiefs as listed in 2.a.(3) the additional statement "such other personnel as appointed by D/ORD." Motion was seconded by [REDACTED]. Vote was unanimous of those members present. Motion carried.

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10. (Continued)

d. Item 2.a.(4) 25X1A9a

25X1A9a

(1) [REDACTED] moved that 2.a.(4) be accepted in principle. [REDACTED] seconded the motion. Four members voted in favor and two members opposed the action. Motion carried. [REDACTED] to provide the CSP members with a definition of the role that the proposed members would play.

e. Item 2.a.(5) - Changed to non-voting

f. Item 2. b.

25X1A9a (1) [REDACTED] moved that Item 2.b. be amended to read "a simple majority of the members will constitute a quorum." [REDACTED] seconded the motion. Vote unanimous of those members present. Motion carried. 25X1A9a

g. 2.c.

(1) Capitalize first letter of "office."

h. 2.d. 25X1A9a

25X1A9a

(1) [REDACTED] moved that the CSP delete 2.d. [REDACTED] seconded the motion. Vote was unanimous of those members present.

i. 3. RESPONSIBILITY

No change

25X1A9a

j. 4. FUNCTIONS

(1) [REDACTED] moved that an additional item be added under 4.a. as (3) to read "Shall perform other duties assigned by the D/ORD." [REDACTED] seconded the motion. Vote unanimous of those members present. Motion carried. 25X1A9a

k. 4.b.

No change

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10. (Continued)

1. 4.c. 25X1A9a

(1) [REDACTED] moved that the CSP/ORD accept proxy votes for promotion actions and competitive evaluation. [REDACTED] seconded the motion. 25X1A9a 25X1A9a

(2) [REDACTED] moved to amend [REDACTED] motion which would allow the use of a proxy any time that there has been a formal announcement of an action to be taken. [REDACTED] seconded the motion. Two members were in favor and two members opposed the action; two members abstained. Motion lost because of lack of a majority vote. 25X1A9a

(3) A vote was taken on [REDACTED] motion. One member voted in favor and three members opposed the action; one member abstained; one member was absent from the room. Motion lost for lack of a majority vote of those members present.

m. 4.c. (1), (3) (4) (5)

No change
25X1A9a

n. 4.c.(2)

(1) [REDACTED] moved that 4.c.(2) read:

Requests for promotions through
GS-15 in accordance with HR 20-21
(and delete the footnote).

Vote was unanimous of those members present. Motion carried.

o. 4.d.

Deleted 25X1A9a 25X1A9a

25X1A9a

11. [REDACTED] moved to recommend [REDACTED] AN/ORD for promotion from GS-11 to GS-12. [REDACTED] seconded the motion. Vote was unanimous of those members present. Motion carried.

25X1A9a 12. The Career Service Panel acted on a motion to recommend [REDACTED] AN/ORD as a nominee for the Midcareer Development Course #33 scheduled for 27 August 1972 to 6 October 1972. [REDACTED] seconded the motion. Five members voted in favor of the motion; one member abstained. Motion carried.

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13. Competitive Evaluation and Ranking results - GS-14s

25X1A9a (SEE ATTACHED SHEET)

14. [REDACTED] moved that the raw data submitted by each Division Chief be made available to all other Division Chiefs for review and study for one month, and at the next CSP meeting each Division Chief submit a revised and updated sheet on the GS-14s. [REDACTED] seconded the motion. Three members voted in favor and three members opposed the action. Motion lost for lack of a majority vote of those members present.

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25X1A9a

15. [REDACTED] moved that in view of the vote on the previous motion; in view of the fact that the ranking of GS-14s indicates such a tremendous spread and a number of other undesirable features and indicative of the fact that the CSP is not in a position to rank these people, it is suggested that this ranking on GS-14s be deferred until the CSP can get a ranking procedure, including ranking criteria. [REDACTED] seconded the motion. Two members voted in favor and four members opposed the action. Motion denied.

25X1A9a

25X1A9a

16. [REDACTED] moved that the Career Service Panel accept the GS-14 evaluation data as printed. [REDACTED] seconded the motion. Three members voted in favor and two members opposed the action; one member abstained. Motion carried. [REDACTED] instructed the Recording Secretary to make the necessary changes on the ranking order of [REDACTED] and [REDACTED] due to a calculation error.

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25X1A9a

17. [REDACTED] moved that all paperwork on evaluation and ranking be reproduced and distributed on a routine basis. [REDACTED] seconded the motion. Vote unanimous of those members present. Motion carried.

25X1A9a

18. [REDACTED] made a statement of intent to recommend promotion for [REDACTED] from GS-14 to GS-15 in September.

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25X1A9a

19. [REDACTED] made a statement of intent to recommend promotion for [REDACTED] from GS-14 to GS-15 in September.

25X1A9a

20. The Chairman scheduled the next meeting for the Career Service Panel for 7 August 1972. (It has now been changed to 14 August 1972.)

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25X1A9a

21. [REDACTED] requested [REDACTED] to issue an invitation to the new D/ORD, Dr. Sayre Stevens to attend the next ORD Career Service Panel meeting and give his views on Career Service Panel involvements.

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25X1A9a [REDACTED] moved to adjourn the meeting at 1224 hours.
[REDACTED] seconded the motion. Vote unanimous. Motion
carried.

25X1A9a

[REDACTED]
Executive Secretary
Career Service Panel/ORD

Attachments:

- a. CSP Charter (1) & Revised Charter (1)
- b. Competitive Evaluation &
Ranking - GS-14s (Chart)

APPROVED:
25X1A9a

[REDACTED]
Acting Chairman, CSP/ORD

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